

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITIES**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

HEALTH CARE SERVICES PROGRAM MANAGER

Program Administration Specialist II

Position #00234

Pay Band 5, Level III Hiring Range: \$39,384 - \$80,829

Closing Date: April 30, 2007

Health Care Services Division. Challenging opportunity to lead the development and implementation of the Acute Managed Care and Long Term Care Program, a cutting-edge effort to integrate Medicaid managed care and long term care services within the Commonwealth of Virginia. Requires considerable knowledge of long term care, and managed care principles and practices, and the Medicaid program. Requires considerable knowledge of project development and implementation, contract management, as well as utilization review processes. Demonstrated ability to work independently and coordinate public-private workgroup activities. Requires considerable managerial experience including health plan or health care operations, and public policy development. Incumbent must have thorough knowledge of health care contracting and regulations; health care policies, procedures and services; quantitative/qualitative analytical techniques, research methodologies and performance management techniques. Must demonstrate proficiency in the use of data analysis software including word processing, spread sheet, and database management. Requires proven ability to communicate effectively, both orally and in writing. Prefer Master's degree or above in public health, public administration, or business administration. Position is required to complete a Statement of Economic Interests annually.

ONLINE STATE APPLICATION IS REQUIRED. Resumes will not substitute for state applications. Effective July 1, 2006, DMAS will only accept online applications submitted through the new state online application system called the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web site for vacancy listings - RMS: <http://jobs.virginia.gov>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA